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## HOW THE TRANSCRIPT SHOULD LOOK

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All transcripts shall comply with "Rules of Court, [8.144](#), [8.320](#) and [8.336](#)".

➤ **Cover Page and Body:**

*All transcripts shall include the following:*

- Superior Court Cover (see [1.1](#)) [Sample Covers](#)
- Index Page(s) (if applicable) (see [1.2](#))
- Dateline (see [1.3](#))
- Certificate Page (see [1.4](#))

➤ **Formatting:**

*All transcripts shall be formatted as follows:*

- Page Format (see [2.1](#))
- Question & Answer (see [2.2](#))
- Colloquy (see [2.3](#))
- Quoted Material (see [2.4](#))
- Parenthetical (see [2.5](#))
- Exhibit Marking (see [2.6](#))
- Rough Draft (see [2.7](#))

➤ **Appeal Transcripts:**

*Appeal transcripts shall also include the following:*

- Appeal Cover Page (see [3.1](#)) [Sample Covers](#)
- Master Index (Lead Reporter) (see [3.2](#))
- Marsden Hearing (if applicable) (see [3.3](#))

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## **COVER PAGE & BODY – HOW THE TRANSCRIPT SHOULD LOOK**

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### ***All transcripts shall include the following:***

#### **1. Superior Court cover page:**

- Each transcript will have a “Superior Court” cover with the following information:
  - Title (In the Superior Court xxxx)
  - Case name (People v. xxxx)
  - Superior Court case number (SCDxxxxx)
  - Judge’s name and Department.
  - Hearing Date(s)
  - Inclusive page numbers (pages xx-xxx)
  - Volume number (if applicable)
  - Names and addresses of counsel present for each party.
  - Reporter’s name and CSR number.

**Note:** Preliminary hearing transcript cover page should also include the DA number and the arraignment date.

Sample of Superior Court covers; see [Sample Covers](#)

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#### **2. Index page(s) (if applicable):**

- An index is required in each volume where one or both of following apply:
  - Witness testimony is taken
  - Exhibits are marked for identification

#### **3. Dateline:**

- The first page of testimony shall include a date line. The dateline is to consist of the following information and should not take up more than one line at the top.
  - The place where the proceedings took place (San Diego, California)
  - The day (e.g. Wednesday)
  - The date (e.g. September 30, 2009)
  - The time of the hearing (8:30 A.M.)

Sample: **San Diego, California, Wednesday, September 30, 2009, 8:30 A.M.**

**Note:** If you have more than one day in a volume, the first page of testimony for each day needs to have a dateline at the beginning.

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## **COVER PAGE & BODY** – HOW THE TRANSCRIPT SHOULD LOOK

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### **4. Certificate page:**

- Each transcript (except master index) shall have a certificate page which states the following information:
  - Reporter's name and CSR number
  - "I reported in shorthand..."
  - "Later transcribed..."
  - "Is a true and correct..."
  - Inclusive page numbers
  - Date transcript is being certified
  - Reporter's signature (including copies)

**Note:** The statement "to the best of my ability" or "to the best of my knowledge" is not acceptable on the reporter's certificate page when the reporter was present at the hearing. These statements are only used when producing a transcript from another reporter's notes OR when hearing was telephonic.

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## FORMATTING – HOW THE TRANSCRIPT SHOULD LOOK

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***All transcripts shall be formatted as follows:***

**1. Page formatting:**

- 28 lines per page.
- No fewer than 9 characters per typed inch.
- No fewer than 56 characters per typed line.
- Left-hand margin is no more than 1¾ inches.
- Right-hand margin is no more than 3/8 inch.

**2. Question and answer:**

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- Each question and answer to begin on a separate line.
- Each question and answer to begin no more than five spaces from the left-hand margin.
- Text will begin no more than five spaces from the Q and A.
- Carry over Q and A lines to begin at the left-hand margin.

**3. Colloquy:**

- Colloquy material to begin no more than 15 spaces from the left-hand margin.
- Carry over colloquy to begin at the left-hand margin.

**4. Quoted material:**

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- Quoted material to begin no more than 15 spaces from the left-hand margin.
- Carry over quoted material to begin no more than 10 spaces from the left-hand margin.

**5. Parenthetical:**

- Parenthetical to begin no more than 15 spaces from the left-hand margin.
- Carry over parenthetical to begin no more than 15 spaces from the left-hand margin.

**6. Exhibit marking:**

- Exhibit markings to begin no more than 15 spaces from the left-hand margin.
- Carry over exhibit markings to begin no more than 15 spaces from the left-hand margin.

**7. Rough draft (not required):**

- Rough drafts provided to attorneys or others shall contain footers designating them as such.

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## APPEALS — HOW THE TRANSCRIPT SHOULD LOOK

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*All transcripts shall be formatted as outlined in "[Cover Page and Body](#)" and "[Formatting](#)". Appeal transcripts should also include the following:*

**1. The Court of Appeal cover page on the original transcript shall be printed on white cardstock and placed in front of the Superior Court Cover Page:**

- The "Court of Appeal" cover shall contain following information:

- Title (Court of Appeal xxxx)
- Caption (People v. xxxxx)
- Court of Appeal case number (D0xxxxx)
- Superior Court case number (SCDxxxxx)
- Hearing Date(s)
- Volume number

**Note:** *You can have multiple dates in one volume but you **cannot** have multiple volumes for one day. If you share a date with another reporter, you must combine pages in the same volume putting both names and CSR numbers on the cover.*

- Number of pages (pages x through xx)
- Block numbers, if applicable (pages x through xx/xxx)
- Appearances:
  - 1. Attorney General (Plaintiff)
  - 2. In Propria (Defendant)
- Reporter's name and CSR number.

**Note:** *Misdemeanor appeal transcripts do not need a separate appeal cover. However, you will need to include the misdemeanor appeal case number on the Superior Court cover.*

Sample Court of Appeal cover; see [Sample Appeal Covers](#)

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**2. Master Index:**

- The master index shall be at the beginning of Volume 1 **or** may be contained in a separate volume which is always designated Volume 0. The master index is prepared by the primary reporter (see 5.6) and shall include the following:
  - An alphabetical index of all witness examinations with the volume and page number:
  - A chronological index of all witness examinations with the volume and page number:
  - A table, listing all exhibits with the volume and page numbers where the exhibit was marked for identification and admitted or withdrawn from evidence.

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## APPEALS — HOW THE TRANSCRIPT SHOULD LOOK

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### 3. Marsden Hearings:

- Marsden hearings are when a defendant in a criminal case desires the services of a new attorney. Marsden hearings are the **only sealed proceedings** that are part of the normal record on appeal (see *Rules of Court 8.328*) and are **always** included in the appeal transcript. The Marsden must be:
    - Bound separately
    - Volumized and paginated consecutively
      - If the Marsden was taken the same day as other testimony for the same case, the volume must be the same but have a letter assigned for that Marsden (e.g. Volume 3A).
    - Placed in at least two unsealed envelopes
      - Each envelope must have a copy of the appeal cover attached to the outside.
      - Original and one copy are placed inside the first envelope
      - Remaining copies are placed inside the second envelope
- Note:** If the Marsden transcript is too big to fit the original and one copy in a single envelope, you may place each transcript in its own envelope with the appeal cover affixed to all envelopes.

***Note: No other sealed proceeding is part of the normal record and will not be produced, paginated and/or volumized within the appeal transcript unless specifically designated on the appeal notice. If you are noticed for a date that is a sealed hearing and the notice **does not** specify "sealed", notify the appeal clerk immediately.***

See sample [Appeal Notices](#)

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## **SUPERIOR COURT COVERS:**

- [Civil](#)
- [Family](#)
- **Probate**
  - [Conservatorship](#)
  - [Estate](#)
- **Criminal**
  - [Preliminary Hearing](#)
- **Juvenile**
  - [Dependency](#)

## **DISTRICT COURT OF APPEAL COVERS:**

- [Civil](#)
- [Probate](#)
- [Criminal](#)
- **Juvenile**
  - [Dependency](#)
  - [Delinquency](#)

## **APPEAL NOTICES:**

- [Civil](#)
- [Criminal](#)

**Sample - Superior Court Cover Page - Civil**

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {XX}

HON. {JUDGE NAME}, JUDGE

|                   |   |                              |
|-------------------|---|------------------------------|
| {Plaintiff Name}, | ) |                              |
|                   | ) |                              |
| Plaintiff,        | ) |                              |
|                   | ) |                              |
| vs.               | ) | Case No.                     |
|                   | ) | {xx-xxxx-xxxxxxxx-xx-xx-xxx} |
| {Defendant Name}, | ) |                              |
|                   | ) |                              |
| Defendant.        | ) | {Type of Proceeding}         |
| _____             | ) |                              |

REPORTER'S TRANSCRIPT

{Month Day, Year}  
Pages {x} through {x}

Appearances:

For the Plaintiff: {Firm Name}  
By: {Attorney Name}  
{Firm Address}

For the Defendant: {Firm Name}  
By: {Attorney Name}  
{Firm Address}

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

**Note: Type of Proceeding is optional. Examples: Trial Proceedings, Testimony of {xx},  
Motions in Limine, Closing Arguments, Voir Dire**

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SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF SAN DIEGO

HON. { JUDGE NAME }, JUDGE

IN RE THE MATTER OF: )  
 )  
PETITIONER: {Petitioner Name} )  
 )  
 and ) Case No. {xxxxxx}  
 )  
RESPONDENT: {Respondent Name} ) {Type of Proceeding}  
 )  
 )

REPORTER'S TRANSCRIPT  
 {Month Day, Year}  
 Pages {x} through {x}

Appearances:

For the Plaintiff:            {Firm Name}  
By:    {Attorney Name}  
         {Firm Address}

For the Respondent:        {Firm Name}  
By:    {Attorney Name}  
      {Firm Address}

```
{Reporter Name} CSR No. {xxxx}
Official Reporter Pro Tempore
```

**Note: 1. Type of Proceeding is optional. Examples: Trial Proceedings, Request for Orders, Findings and Orders, Ex Parte Hearing**

Note: 2. For self-representations, "In Propria Persona" is used to designate appearances.

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**Sample - Superior Court Cover Page - Probate - Conservatorship**

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {XX}

HON. {JUDGE'S NAME}, JUDGE

|                      |   |                              |
|----------------------|---|------------------------------|
| IN RE: THE MATTER OF | ) | Case No.                     |
|                      | ) | {xx-xxxx-xxxxxxxx-xx-xx-xxx} |
| CONSERVATORSHIP OF   | ) |                              |
| {NAME}               | ) |                              |
|                      | ) | {Type of Proceeding}         |
| _____                | ) |                              |

REPORTER'S TRANSCRIPT

{Month Day, Year}  
Pages {x} through {x}

Appearances:

For the {xx}: {Firm Name}  
By: {Attorney Name}  
{Firm Address}

For the {xx}: {Firm Name}  
By: {Attorney Name}  
{Firm Address}

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

**Note: 1. Type of Proceeding is optional. Examples: Motion to Compel, Trial Proceedings, Case Management Conference, Status Conference**

**2. Appearances in Probate may be for Executor, Objector, Petitioner, Respondent**

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**Sample - Superior Court Cover Page - Probate - Estate**

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {XX}

HON. {JUDGE NAME}, JUDGE

|                      |   |                              |
|----------------------|---|------------------------------|
| IN RE: THE MATTER OF | ) | Case No.                     |
|                      | ) | {xx-xxxx-xxxxxxxx-xx-xx-xxx} |
| THE ESTATE OF        | ) |                              |
| {NAME OF ESTATE}     | ) | {Type of Proceeding}         |
| _____                | ) |                              |

REPORTER'S TRANSCRIPT

{Month Day, Year}  
Pages {x} through {x}

Appearances:

For the Petitioner: {Firm Name}  
By: {Attorney Name}  
{Firm Address}

For the Respondent: {Firm Name}  
By: {Attorney Name}  
{Firm Address}

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

**Note: 1. Type of Proceeding is optional. Examples: Motion to Compel, Trial Proceedings, Case Management Conference, Status Conference  
2. Appearances in Probate may be for Executor, Objector, Petitioner, Respondent**

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**Sample - Superior Court Cover Page - Preliminary Hearing**

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {Number}

HON. {JUDGE NAME}, JUDGE

|                   |   |                         |
|-------------------|---|-------------------------|
| _____             | ) |                         |
| THE PEOPLE,       | ) |                         |
|                   | ) |                         |
|                   | ) |                         |
| Plaintiff,        | ) | CT No. SCD{Number}      |
|                   | ) | DA No. {Number}         |
| vs.               | ) |                         |
|                   | ) |                         |
| {Defendant Name}, | ) | PRELIMINARY EXAMINATION |
|                   | ) |                         |
| Defendant.        | ) | ARRAIGNMENT: {Date}     |
| _____             | ) | or {Immediate}          |

REPORTER'S TRANSCRIPT

San Diego, California  
{Month Day, Year}

APPEARANCES:

|                |  |
|----------------|--|
| FOR PLAINTIFF: | BONNIE M. DUMANIS,<br>District Attorney<br>BY: {DA NAME]<br>Deputy District Attorney<br>330 West Broadway<br>San Diego, California 92101 |
|----------------|--|

|                    |                     |
|--------------------|---------------------|
| FOR DEFENDANT      | {FIRM NAME}         |
| (Defendant's Name) | By: {ATTORNEY NAME} |
|                    | Retained            |
|                    | {Address}           |

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

**NOTE: For appearances from other agencies, see [Outside Agencies](#).**

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**Sample - Superior Court Cover Page - Juvenile Dependency**

IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA

IN AND FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {XX}

HON. {JUDGE'S NAME}, JUDGE

|                           |   |                      |
|---------------------------|---|----------------------|
| IN RE THE MATTER OF       | ) |                      |
|                           | ) |                      |
| {First Name Last Initial} | ) | Case No. {Jxxx-xxx}  |
|                           | ) |                      |
| (Minor).                  | ) | {Type of Proceeding} |
| _____                     | ) |                      |

REPORTER'S TRANSCRIPT

{Month Day, Year}  
Pages {x} through {x}

Appearances:

For The Agency: Thomas E. Montgomery  
County Counsel  
By: {Attorney Name}  
Deputy County Counsel

For The Minor: Dependency Legal Group of San Diego  
Minors Counsel Office  
By: {Attorney Name}

For The Mother: Dependency Legal Group of San Diego  
Primary Parent Office  
By: {Attorney Name}

For The Father: Dependency Legal Group of San Diego  
Conflict Parent Office  
By: {Attorney Name}

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

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**Sample - Court of Appeal Cover Page - Civil**

DISTRICT COURT OF APPEALS OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION ONE

|                    |   |                                |
|--------------------|---|--------------------------------|
| {Plaintiff Name},  | ) | From San Diego County          |
|                    | ) |                                |
| Plaintiff and {x}, | ) | Hon. {Judge's Name}, Judge     |
|                    | ) |                                |
| vs.                | ) | DCA No. {D0xxxxxx}             |
|                    | ) | Case No.                       |
| {Defendant Name},  | ) | {xx-xxxx-xxxxxxxxxx-xx-xx-xxx} |
|                    | ) |                                |
| Defendant and {y}. | ) |                                |
| _____              | ) |                                |

REPORTER'S APPEAL TRANSCRIPT

{Month Day, Year}  
Volume {x}  
Pages {x} through {x}

APPEARANCES:

|                   |                     |
|-------------------|---------------------|
| For the Plaintiff | {Firm Name}         |
| and {x}:          | By: {Attorney Name} |
|                   | {Firm Address}      |

|                   |                     |
|-------------------|---------------------|
| For the Defendant | {Firm Name}         |
| and {y}:          | By: {Attorney Name} |
|                   | {Firm Address}      |

{Reporter Name}, CSR No. {xxxx}  
Official Reporter Pro Tempore

**NOTE: Caption must be exactly as it appears on Notice.**

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**Sample - Court of Appeal Cover Page - Probate**

DISTRICT COURT OF APPEALS OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION ONE

|                               |   |                            |
|-------------------------------|---|----------------------------|
| {Petitioner/Respondent Name}, | ) | From San Diego County      |
|                               | ) | Hon. {Judge's Name}, Judge |
| Petitioner and                | ) |                            |
| Respondent,                   | ) |                            |
|                               | ) | Superior Court No.         |
| vs.                           | ) | {XXXXXXXXXX}               |
|                               | ) |                            |
| {Objector/Appellant Name},    | ) | Court of Appeal No.        |
|                               | ) | {D0XXXXXX}                 |
| Objector and                  | ) |                            |
| Respondent.                   | ) | {Type of Hearing}          |
|                               | ) |                            |

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REPORTER'S TRANSCRIPT ON APPEAL

San Diego, California

{Month Day, Year}

Volume {x}

Pages {x} through {x}

APPEARANCES:

|                    |                     |
|--------------------|---------------------|
| For the Petitioner | {Firm Name}         |
| and Respondent:    | By: {Attorney Name} |
|                    | {Firm Address}      |

|                  |                     |
|------------------|---------------------|
| For the Objector | {Firm Name}         |
| and Appellant:   | By: {Attorney Name} |
|                  | {Firm Address}      |

{Reporter Name}, CSR No. {xxxx}  
Official Reporter Pro Tempore

**NOTE: Caption must be exactly as it appears on Notice.**

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**Sample - Court of Appeal Cover Page - Criminal**

DISTRICT COURT OF APPEALS OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION ONE

|                   |   |                            |
|-------------------|---|----------------------------|
| THE PEOPLE,       | ) | From San Diego County      |
|                   | ) | Hon. {Judge's Name}, Judge |
|                   | ) |                            |
| Plaintiff and     | ) |                            |
| Respondent,       | ) | Superior Court No.         |
|                   | ) | {XXXXXXXXXX}               |
| vs.               | ) |                            |
|                   | ) | Court of Appeal No..       |
| {Defendant Name}, | ) | {D0XXXXXX}                 |
|                   | ) |                            |
| Defendant and     | ) | {Type of Hearing}          |
| Appellant.        | ) |                            |
| _____             | ) |                            |

REPORTER'S APPEAL TRANSCRIPT

{Month Day, Year}  
Volume {x}  
Pages {x} through {x}

APPEARANCES:

|                   |                               |
|-------------------|-------------------------------|
| For the Plaintiff | Kamala D. Harris              |
| and Respondent:   | Attorney General              |
|                   | State of California           |
|                   | 110 West A Street, Suite 1100 |
|                   | San Diego, California 92101   |
| For the Defendant | In Propria Persona            |
| and Appellant:    |                               |

{Reporter Name}, CSR No. {xxxx}  
Official Reporter Pro Tempore

**NOTE: Caption must be exactly as it appears on Notice.**

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**Sample - Court of Appeal Cover Page - Juvenile Dependency**

DISTRICT COURT OF APPEALS OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION ONE

|                               |   |                            |
|-------------------------------|---|----------------------------|
| _____                         | ) |                            |
| IN THE MATTER OF              | ) | From San Diego County      |
|                               | ) | Hon. {Judge's Name}, Judge |
| {Minor's Initials}. (Minor),  | ) |                            |
|                               | ) |                            |
| _____                         | ) | Court of Appeal No.        |
|                               | ) | {D0XXXXXX}                 |
| SAN DIEGO COUNTY HEALTH AND   | ) |                            |
| HUMAN SERVICES AGENCY,        | ) | Superior Court No.         |
|                               | ) | {JXXX-XXX}                 |
| Petitioner and Respondent,    | ) |                            |
|                               | ) |                            |
| VS.                           | ) |                            |
|                               | ) | {Type of Proceeding}       |
| {Appellant's Name}. (Mother), | ) |                            |
| {Appellant's Name}. (Father), | ) |                            |
|                               | ) |                            |
| Objectors and Appellants.     | ) |                            |
| _____                         | ) |                            |

REPORTER'S APPEAL TRANSCRIPT

{Month, day, year}  
Volume {x}

Pages {xx} through {xx}

APPEARANCES:

|                    |                             |
|--------------------|-----------------------------|
| For the Petitioner | Office of County Counsel    |
| and Respondent:    | Thomas E. Montgomery        |
|                    | 4955 Mercury Street         |
|                    | San Diego, California 92111 |

|                  |                    |
|------------------|--------------------|
| For the Objector | In Propria Persona |
| and Appellant:   |                    |

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

**NOTE: Caption must be exactly as it appears on Notice.**

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**Sample - Court of Appeal Cover Page - Juvenile Delinquency**

COURT OF APPEAL OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION ONE

|                    |   |                            |
|--------------------|---|----------------------------|
| _____              | ) |                            |
| The People,        | ) | From San Diego County      |
|                    | ) | Hon. {Judge's Name}, Judge |
|                    | ) |                            |
| Petitioner and     | ) |                            |
| Respondent,        | ) |                            |
|                    | ) | Court of Appeal No.        |
| on behalf of       | ) | {D0XXXXXX}                 |
|                    | ) |                            |
| {Minor's Initials} | ) | Superior Court No.         |
|                    | ) | {JXXX-XXX}                 |
| Minor and          | ) |                            |
| Appellant.         | ) |                            |
| _____              | ) |                            |

REPORTER'S TRANSCRIPT

{Month Day, Year}  
Pages {x} through {x}

APPEARANCES:

|                    |                     |
|--------------------|---------------------|
| For the Petitioner | Kamala Harris       |
| and Respondent:    | Attorney General    |
|                    | State of California |
| For the minor      | In Propria Persona  |
| and Appellant:     |                     |

{Reporter Name} CSR No. {xxxx}  
Official Reporter Pro Tempore

**NOTE: Caption must be exactly as it appears on Notice.**

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**Outside Agencies**

(as of February 17, 2013)

**Attorney General:**

Kamala D. Harris  
Attorney General  
By: *(AG's name)*  
Deputy Attorney General  
110 West A Street, Suite 1100  
San Diego, CA 92101

**Alternate Public Defender:**

Angela A. Bartosik, Chief Deputy  
Alternate Public Defender  
By: *(APD's name)*  
Deputy Alternate Public Defender  
450 B Street, Suite 1200  
San Diego, CA 92101

**District Attorney:**

Bonnie M. Dumanis  
District Attorney  
By: *(DA's name)*  
Deputy District Attorney  
330 West Broadway  
San Diego, CA 92101

**Office of Assigned Counsel:**

Office of Assigned Counsel  
By: *(atty's name)*  
450 B Street, Suite 840  
San Diego, CA 92101

**Public Defender:**

Randy Mize, Chief Deputy  
Primary Public Defender  
By: *(PD's name)*  
Deputy Public Defender  
450 B Street, Suite 1100  
San Diego, CA 92101

**Multiple Conflicts Office:**

Daniel Mangarin, Chief Deputy  
Multiple Conflicts Office  
By: *(atty's name)*  
450 B Street, Suite 1210  
San Diego, CA 92101



**Sample - Notice of Appeal - Civil**

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO**

- ☒ CENTRAL DIVISION, COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101 (619) 450-5348  
☐ CENTRAL DIVISION, JUVENILE, 2851 MEADOW LARK DR., SAN DIEGO, CA 92123 (858) 634-1537  
☐ NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081 (760) 201-8794

**NOTICE TO PREPARE TRANSCRIPT(S)  
APPEAL RECORD – UNLIMITED CIVIL**

{PLAINTIFF AND APPELLENT'S NAME},  
Plaintiff and Appellant

v.

{DEFENDANT AND RESPONDENT'S NAME}  
Defendant and Respondent

**SUPERIOR COURT CASE NUMBER:** {37-xxxx-xxxxxxxx-xx-xx-xxx}

**COURT OF APPEAL CASE NUMBER:** {D0xxxxx}

Date: {mmmm dd, yyyy}

From: {name of appeals clerk, phone number}

Notice of Appeal was filed on {mm/dd/yyyy}. Copies of all Notices of Designation are attached.

If the deposit is insufficient to cover the costs, see Cal. Rules of Court, rule 8.130(b)(2).

| <u>Participant</u> | <u>Deposit received</u> | <u>Amount</u> |
|--------------------|-------------------------|---------------|
| Appellant          | {mm dd}                 | {\$xxx}       |
| Appellant          | {mm dd}                 | {\$xxxx}      |

Reporter(s) – CSR #/Dept. - Date(s) requested - Reporter's est./waiver

{Reporter's Name, CSRxxxx}:  
{mmmm dd, yyyy}

{Reporter's Name, CSRxxxx}  
{mmmm dd, yyyy}  
{mmmm dd, yyyy}

**NOTE: The reporter must verify that he/she has followed the steps outlined below by marking each box. The reporter will date, sign and return their notice to the Appeals Clerk within 5 days of the notice date.**

I certify that:

**TRANSCRIPT(S) DUE {mmmm dd, yyyy}**

- ☐ I have checked my records and I did report the above-designated hearing(s). I have noted any exceptions above.  
☐ All of the hearings I reported are part of the normal record on appeal as defined in the California Rules of Court. I have noted any exceptions above.  
☐ I will submit my transcript(s) on or before the due date.  
☐ If I feel more time is needed for transcript preparation, I will immediately notify my supervisor.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**This notification must be returned to Appeals within five working days from the date of this notice.**

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## SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

- ☐ CENTRAL DIVISION, COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101
- ☐ EAST COUNTY DIVISION, 250 E. MAIN ST., EL CAJON, CA 92020
- ☐ NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081
- ☐ SOUTH COUNTY DIVISION, 500 3RD AVE., CHULA VISTA, CA 91910

### NOTICE TO PREPARE TRANSCRIPT(S) APPEAL RECORD – CRIMINAL

THE PEOPLE OF THE STATE OF CALIFORNIA,  
Plaintiff and Respondent,

v.

{DEFENDANT'S NAME},

Defendant(s) and Appellant(s).

SUPERIOR COURT CASE NUMBER:  
COURT OF APPEAL CASE NUMBER:

Date:  
From:

(Original and two)

A notice of appeal was filed on .

- ☐ by the attorney for the plaintiff. ☐ by the attorney for the defendant. ☐ by the defendant, as a self-represented litigant.  
☐ by the Court of Appeal.

**Marsden** hearings MUST be transcribed and SEALED. All other sealed hearings require a court order.

Notes:

Reporter(s) – CSR #/Dept. - Date(s) requested

{Reporter's Name, CSRxxxx}:  
{mmm dd, yyyy}

{Reporter's Name, CSRxxxx}  
{mmm dd, yyyy}  
{mmm dd, yyyy}  
{mmm dd, yyyy}

{Reporter's Name, CSRxxxx}:  
{mmm dd, yyyy}

**NOTE: The reporter must verify that he/she has followed the steps outlined below by marking each box. The reporter will date, sign and return their notice to the Appeals Clerk within 5 days of the notice date.**

I certify that:

**TRANSCRIPT(S) DUE {mmm dd, yyyy}**

- ☐ I have checked my records and I did report the above-designated hearing(s). I have noted any exceptions above.  
☐ All of the hearings I reported are part of the normal record on appeal as defined in the California Rules of Court. I have noted any exceptions above.  
☐ I will submit my transcript(s) on or before the due date.  
☐ If I feel more time is needed for transcript preparation, I will immediately notify my supervisor.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**This notification must be returned to Appeals within five working days from the date of this notice.**

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